

Dobroyd Point Public School P&C Meeting Agenda

Wednesday 20th March 2019

School Library 7:00pm

1. OPENING

Attendees: Susan Morrissey, Marcus Trimble, Zoe Cookson,
Fiona Berman, Phil Hall, Sarogini Millott, Lisa Seeney

Apologies: Jacinta Hargan

2. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING (FEBRUARY 2019)

Moved: Fiona Berman

Seconded: Marcus Trimble

3. DOBROYD POINT OSCH CENTRE UPDATE

Lisa Seeney continues in their role as Centre Co-ordinator and Nominated Supervisor and Shyeda Famidha is the Assistant Co-ordinator. Under the National Regulations there are also a number of Certified Supervisors at the Centre- these include Maggie Hull and Miguel Henao. In addition, we have a team of permanent and casual Educators Georgia Brindley, Frank Lee and Beth Stanley. Jaimee Gates is the Educational Leader and Manager for the service.

All Staff information, their roles and qualifications are described on the Staff Photo Board displayed at the Centre.

To meet legislated requirements all Educators receive mandatory training in the areas of First Aid, Asthma and Anaphylaxis management, Child Protection, Food Handling and Managing Children's Behaviour. Educators are also encouraged to complete training in Educational Programming and Practice, Managing the Environment and Partnering with the Community.

- **Enrolments**

With many new Kindergarten children attending OSHC this year enrolment numbers are currently averaging 43 in the morning session and 52 in the afternoon session.

Under the National Standards, enrolment numbers are limited by the indoor and outdoor space approved to provide the service. If there is agreement between the DEC (Department of Educational and Communities) and the ECED (Early Childhood Education Directorate) that more places are required and that there is space to accommodate this an application is made to increase the maximum approval number. Should this be the case we will work closely with Susan Morrissey, School Principal and the community to ensure that all families care needs are met.

- **Programs**

During term 1, Educators are focusing on the development and implementation of Centre agreements which specifically include reference to the ways in which children interact with each other, the supervision and safety of children, maintaining boundaries and agreed consequences between all staff. In addition, Centre specific rules which detail arrangements with the school in relation to toilets, use of outdoor equipment and spaces and security arrangements are being reviewed.

This term families are invited to complete a Child Profile which requests information about their child's individual interests, personalities and preferred activities. These are reviewed by staff for use in creating child centered programs and maintaining records of emergent interests and needs for future directions. *(see attached Child Profile).*

We also invite you, the families, to become involved in the program through attending regular community meetings (no commitment required!), the issue of a Community Term Planner and an Invitation to Participate Notice which details our planning and events each term.

We also encourage you to respond to our regular surveys where you can indicate any preferred activities for your child which fall within a normal session, or for the provision of additional activities such as sports or language programs. (*Please see Invitation to Participate Notice and Additional Activities notification and survey attached*)

Under the guidance of the Educational Leader, the team of Educators complete regular observations on individual children, as well as documenting discussions and meeting times held with children in relation to their ideas about the program and activities at the Centre. The weekly program is planned according to this range of recorded conversations, evaluations Observations/Children's Meeting Book and any other feedback received.

Animal of the Week, Cooking, Gardening, Art, Concoction, Face Painting and Smoothie Clubs are offered each Monday to Friday at different scheduled times. Homework Club is offered during the session and supervised (though not individually overseen).

Our summer Vacation Care program was well attended with favourite activities being our trip to visit the Powerhouse Museum and our special Christmas Fete day at Haberfield with favourite dance instructor Ms Natalie.

- National Quality Framework

The National Quality Framework (NQF) is governed by Federal Government agency ACECQA (Australian Children's Education and Care Authority). Adherence to The Regulations is governed by a Department of Education and Communities (DEC) state government department (the Early Childhood Education Directorate ECED) whose Approvals team and assessment and compliance officers act as the agent under ACECQA.

The Framework is described under 7 Quality Areas

1. Educational Program and Practice
2. Children's Health and Safety
3. Physical Environment
4. Staffing Arrangements
5. Relationships with Children
6. Collaborative Partnerships with families and Communities
7. Leadership and Service Management

Service Approvals are in place and Educators are working continuously on a Quality Improvements Plan which details any improvements which have been identified in order for the Centre to meet and hopefully exceed the standards. The Plan is updated weekly with the Regional Manager and wider management team with Centre specific as well as organisation wide improvements being actioned and recorded. The Plan will be called for submission by ACECQA in advance of an Assessment and Ratings visit which will determine the Centre's performance against the National Standards. DPOSHC was assessed in February of 2017 and was rated as Exceeding the National Quality Standards.

Family involvement in the QIP is part of the process and you will receive regular surveys (via a survey monkey link) to contribute your comments under each of the 7 Quality Areas. We really appreciate your feedback and comments which are used to further develop our Centre and program.

The Centre Regional Manager will be conducting audits under each Quality Area throughout the year to ensure compliance with the standards and to highlight any improvements which could be considered.

This term, service users were also surveyed about the health and safety of the Centre environment through the issue of a Parent Health and Safety Survey. Any feedback received was reviewed and any improvements/changes are relayed to the Community. One such improvement is the collaboration with the school to respond to parent feedback regarding the temperature in the centre's annexe room. We are working together with Susan Morrissey to investigate cooling options for this room to expand the available indoor cool space available for extreme heat conditions.

- Community

The Centre relies heavily on involvement of the Community in the supply of updated information about children, their preferences, likes, dislikes and any other feedback which is offered. For this reason, we send out regular Newsletters and notices via email- these usually contain attachments, surveys and lots of information.

We encourage an open and honest relationship between all parties which can facilitate the best possible environment for children. Please let us know of any concerns or ideas which you have so that these can be addressed speedily and effectively.

As well as a short (one page) Weekly Summary issued to all families, a monthly Centre Newsletters are prepared and distributed by email to all service users. In addition, a regular School newsletter insert is included into the school Newsletter. The intention of this is information about the Centre reaches the whole school community, rather than only service users.

Email correspondence is the preferred method of communication and the Centre maintains a list of contact details of all families at the Centre. If non- service users would like to receive Centre correspondence this can easily be arranged in consultation with the Co-ordinator.

This term, our organisation wide initiative for community engagement in term 1 is around well-being. We are focusing on the well-being of our community, selves and environment. These broad reaching activities are part of QA 6 which children are encouraged to consider their wider community and have opportunities to correspond with children in other services and external organisations on a community based initiative.

- Health and Safety

Children's individual dietary requirements have been updated and considered when updating the Centre menu. *(See Menu Attached)*

Audits on the physical environment and health and safety of children will be conducted by the Regional Manager during term 1. Audit results are shared with all Educators to determine future actions and improvements.

- Policy review

This term, the following policies are under review by Managers, staff and families at the service.

- Fees
- Enrolment/Orientation
- Data protection
- Child Protection
- Sun Protection
- Excursions Policy and Guidelines
- Health & Hygiene/Infection Disease
- Safety
- First Aid
- Incidents, injuries and trauma
- Service access and operations
- Communication with Families

In Term 1 includes:

- Newsletter January/February + attachments
- Child Profile
- Invitation to Participate
- Additional Activities Record
- Additional Activities Survey
- Menu
- Invitation to Welcome Barbecue
- Health and Safety Survey
- QA Survey

Thank you to Susan Morrissey, teachers and the school community for their continued support.

4.BUSINESS ARISING FROM PREVIOUS MEETING

a) Landscaping Stage 2 - Deferred to 2019, pending design refinements and costing. Marcus to continue to work on plans. He will be in contact Mirko too. We'll discuss more next meeting.

b) Election BBQ 23rd March

This Saturday. Helpers needed. Several have volunteered.

c) Increasing participation in P&C.

See President's report regarding progress.

5. PRINCIPAL'S REPORT

- We had a very successful swimming carnival on Friday 1 March at Drummoyne Aquatic Centre.
- 26 Students were selected to represent Dobroyd Point at the Zone swimming carnival on 13 March. The senior boys relay team finished third, but unfortunately on first and second place progress to the regional carnival.
- Photo Day was conducted don 27 February.
- The gardens are progressing nicely. The veggie garden is been well used and our veggies are growing beautifully. Our new banana tree is thriving and the new grevillea plant looks lovely in the garden near the front office.
- Our student leadership team attend the unveiling of photographic plaques by the Haberfield Association. The leaders were great ambassadors for our school.
- Staff have been participating in a variety of professional learning. They have done wok on developing numeracy skills and completed workshops on the teaching of phonics in K – 3 classes.
- Harmony day was celebrated on 14 March to align with our scheduled school assembly. Students completed classroom tasks and 2L presented an item about Harmony Day at assembly.
- Students celebrated World Maths day on Thursday 7 March by participating in a variety of hands on maths activities.
- Clean up Australia Day was celebrated on 28 February. Students form K-6 participated in the initiative. Each class was assigned an areas to clean.

- Dobroyd Point hosted a Teacher / Librarian Network Day on Monday 11 March. The day was attended by Teacher/Librarians from a variety of school in the network.
- The revised Homework Policy will be presented at the next meeting.

6. PRESIDENT'S REPORT

Focus for the year

- Increasing participation - particularly from new parents
- Newsletters - some responses after this weeks newsletter which is a positive sta

Parent class reps:

KP Meg Huckstepp Lowe

K1D Susan Tripolone

1W Jenny Wilson

2L Phil Hall

23MP Fiona Harris

3E Sarah Oxenbridge

4C Aly bee

5M Catherine Butera

6J Sarah Oxenbridge

- Events

Succession planning for event committees, this needs to start this year as parents who are the main organisers of these events will not always be at the school.

Bay run:

- Meeting last week.

- Planning underway - but need volunteers particularly from younger years so there is a succession plan. Committee will set up a table at Saturdays BBQ
- Discussion around outsourcing some of the logistics/organization

Trivia Night:

- Anna Virgona has booked Leichhardt Town Hall. 9th Nov. \$2773.25 (incl \$1000 bond) payable now. Approved by executive by email correspondence.

Movie Night:

- Phil Hall and Michelle Gissel have volunteered to take over movie night. It will be on 26th September.

General P&C:

- Emails - cc all? Are people okay with this? Yes.

P&C Constitution:

- Executive positions (should be 2 VPs)
- Quorum of 5 for meeting
- Rules of P&C
- Time and date update

7. TREASURER'S UPDATE

Update will occur next meeting as still waiting to liaise with Mirko.

8. GENERAL BUSINESS

Student injury, insurance claims. Sarogini is working on broken arm claim with parent.

Next Meeting Date: 15th May 2019